

**STATE WATER RESOURCES CONTROL BOARD**

**MONITORING AND REPORTING PROGRAM NO. ~~20062011-0003XXXX-DWQ~~  
(~~AS REVISED BY ORDER NO. WQ 2008-0002-EXEC~~)**

**STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS  
FOR  
SANITARY SEWER SYSTEMS**

This Monitoring and Reporting Program (MRP) establishes monitoring, record keeping, reporting and public notification requirements for Order No. ~~20062011-0003XXXX-DWQ~~, "Statewide General Waste Discharge Requirements for Sanitary Sewer Systems." ~~The Executive Director may make revisions to this MRP may be made at any time. These revisions by the Executive Director, and~~ may include a reduction or increase in the monitoring and reporting.

The following notification and reporting requirements are in addition to and do not preclude other emergency notification and reporting requirements and timeframes mandated by other regulatory programs and agencies (e.g., Storm Water Permit, local County Health Officers, local Director of Environmental Health, Regional Water Quality Control Boards) or State laws.

**A. SANITARY SEWER OVERFLOW NOTIFICATION REQUIREMENTS**

Although State Water Resources Control Board (State Water Board) and Regional Water Quality Control Board (Regional Water Board) staff do not have duties as first responders, this ~~Monitoring and Reporting Program~~ is an appropriate mechanism to ensure that the agencies that ~~do~~ have first responder duties are notified in a timely manner in order to protect public health and beneficial uses.

~~1.~~

For any discharges of ~~sewage wastewater~~ that results or may results in a discharge to a ~~drainage channel~~ surface water of the state, either directly or by way of a drainage channel or storm drainpipe or a surface water, the ~~Discharger-Enrollee~~ shall, as soon as possible, but not later than two (2) hours after (A) that Enrollee has knowledge of the discharge, (B) notification is possible, and (C) notification can be provided without substantially impeding cleanup or other emergency measures ~~becoming aware of the discharge~~, notify the ~~State Office of Emergency Services~~ California Emergency Management Agency (Cal EMA) and obtain a notification control number. the local health officer or directors of environmental health with jurisdiction over affected water bodies, and the appropriate Regional Water Quality Control Board.

- ~~2. As soon as possible, but no later than twenty-four (24) hours after becoming aware of a discharge to a drainage channel or a surface water, the Discharger shall submit to the appropriate Regional Water Quality Control Board a certification that the State Office of Emergency Services and the local health officer or directors of environmental health with jurisdiction over the affected water bodies have been notified of the discharge.~~

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## **BA. SANITARY SEWER OVERFLOW REPORTING REQUIREMENTS**

### **SSO Categories**

1. Category 1 — All discharges of ~~sewage-wastewater~~ resulting from a failure in the Enrollee's sanitary sewer system that:
  - A. Equal or exceed 1000 gallons, or

- B. ~~Any volume of wastewater Result in that~~ discharges to a drainage channel tributary to a surface water of the state and/or directly to a surface water of the state; or
  - C. ~~Discharge to~~ Any volume of wastewater that ~~r~~Reaches a storm drainpipe ~~that was and not~~ is not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from a storm drainpipe is considered to have reached surface water of the state unless the storm water system discharges to a groundwater infiltration basin (e.g., infiltration pit, percolation pond).
2. Category 2 – All other discharges of ~~sewage-wastewater~~ resulting from a failure in the Enrollee's sanitary sewer system.

### PLSD Categories

- 1. Category 1 – All discharges of wastewater resulting from a failure in a privately owned sewer lateral that:
  - A. Equal or exceed 1000 gallons, or
  - B. Any volume of wastewater that discharges to a drainage channel tributary to a surface water of the state and/or directly to a surface water of the state; or
  - C. Any volume of wastewater that reaches a storm drainpipe and is not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from a storm drainpipe is considered to have reached a surface water of the state unless the storm water system discharges to a groundwater infiltration basin (e.g., infiltration pit, percolation pond).
- 2. Category 2 – All other discharges of wastewater resulting from a failure in a privately owned sewer lateral.

~~Private Lateral Sewage Discharges – Sewage discharges that are caused by blockages or other problems within a privately owned lateral.~~

### SSO Reporting Timeframes

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~~4-1.~~ Category 1 SSOs – Except as provided above, all SSOs that meet the above criteria for Category 1 SSOs ~~must~~ shall be reported as soon as: (1) the Enrollee has knowledge of the discharge, (2) reporting is possible, and (3) reporting can be provided without substantially impeding cleanup or other emergency measures. ~~Initial-Draft reports for~~ of Category 1 SSOs shall ~~must~~ be ~~reported-submitted~~ to the Online SSO ~~System-Database~~ as soon as possible but no later than 3 business days after the Enrollee is made aware of the SSO ~~by citizen complaint or discovery~~. Minimum information that ~~shall~~ must be contained in the ~~3-day-draft~~ report shall ~~must~~ include all information identified ~~in section 9~~ below, except for item ~~91.K-O~~. A final certified report shall ~~must~~ be completed through the Online SSO ~~System-Database~~, within 15 calendar days of the conclusion of SSO response ~~and remediation~~ activities. Additional information may be added to the certified report, ~~by amending the report or in the form of~~ by adding an attachment to the report, at any time.

~~2.~~ The above reporting requirements are in addition to do not preclude other emergency notification requirements and timeframes mandated by other regulatory agencies (local County Health Officers, local Director of Environmental Health, Regional Water Boards, or Office of Emergency Services (OES)) or State law.

~~3.~~ Category 2 SSOs – All SSOs that meet the above criteria for Category 2 SSOs shall ~~must~~ be reported to the Online SSO Database within 30 days after the end of the calendar month in which the SSO occurs (e.g. all SSOs occurring in the month of January shall ~~must~~ be entered into the database by March 1st).

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~~2.~~

~~4.~~

~~3.~~ Private Lateral Sewage Discharges PLSDs – All sewage discharges that meet the above criteria for Private Lateral sewage discharges may be reported to the Online SSO Database based upon the Enrollee's discretion. For PLSDs within the Enrollee's service area and that the Enrollee becomes aware of, the Enrollee shall report the PLSD to the Online SSO Database within 30 days after the end of the calendar month in which the PLSD occurs. The Enrollee will not be responsible for the cause or cleanup of the PLSD or the repair of the private lateral. However, the Enrollee shall be responsible for reporting PLSDs that occur within its jurisdiction and for which it becomes aware. The enrollee is encouraged to provide notification to Cal EMA per section A above or notify the responsible party that such notification should be completed as required by state law.

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~~If a Private Lateral sewage discharge is recorded in the SSO Database, the Enrollee must identify the sewage discharge as occurring and caused by a private lateral, and a responsible party (other than the Enrollee) should be identified, if known.~~

~~7.4.~~ If there are no SSOs during the calendar month, the Enrollee ~~shall will~~ provide, within 30 days after the end of each calendar month, a “No-Spill” certification statement through the Online SSO Database certifying that there were no SSOs for the designated month. If there are no SSOs during a calendar month and there are PLSDs reported during the calendar month, the Enrollee shall still provide the “No-Spill” certification.

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8.5. In the event that the SSO Online Database is not available, the enrollee ~~shall must~~ fax all required information to the appropriate Regional Water Board office in accordance with the time schedules identified above. In such event, the Enrollee ~~shall must~~ also enter all required information into the Online SSO Database as soon as practical.

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### **Mandatory Information to be Included in SSO Online Reporting**

All Enrollees ~~shall must~~ obtain SSO Database accounts and receive a “Username” and “Password” by registering through the California Integrated Water Quality System (CIWQS) which can be reached at [CIWQS@waterboards.ca.gov](mailto:CIWQS@waterboards.ca.gov) or by calling 1-866-792-4977, M-F, 8am to 5pm. These accounts will allow controlled and secure entry into the SSO Database. Additionally, within thirty (30) days of receiving an account and prior to recording SSOs into the SSO Database, all Enrollees must complete the “Collection System Questionnaire”, where ~~ich collects~~ pertinent information regarding an Enrollee’s collection system is recorded. The “Collection System Questionnaire” ~~shall must~~ be updated at least every 12 months.

At a minimum, the following mandatory information ~~shall must~~ be included prior to finalizing and certifying an SSO report for each category of SSO:

1. ~~9.~~ Category 2 SSOs:

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~~B.~~A. Location of SSO by entering GPS coordinates;

~~B.~~ Applicable Regional Water Board, i.e. identify the region in which the SSO occurred;

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~~C.~~ County where SSO occurred;

B. ~~D.~~ Whether or not the SSO entered a drainage channel -and/or surface water;

C. ~~E.~~ Whether or not the SSO was discharged to a storm drain pipe that was not fully captured and returned to the sanitary sewer system;

D. Actual or estimated SSO start date and time

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E. Actual or ~~EF.~~ Estimated SSO volume in gallons;

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~~E.~~

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F. ~~G.~~ SSO source appearance point (manhole, cleanout, etc.);

~~F.~~

- G. ~~H.~~ SSO cause (mainline blockage, roots, etc.);
- H. SSO Failure Point (main, lateral, etc.);
- I. ~~I.~~ Date and Time of SSO notification or discovery;
- J. ~~J.~~ Estimated operator arrival time;
- K. ~~K.~~ SSO destination;
- L. ~~L.~~ Estimated SSO end date and time; and
- M. ~~M.~~ SSO Certification. Upon SSO Certification, the SSO Database will issue a ~~F~~ final SSO Identification (ID) Number.

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~~10.~~

2. Private Lateral Sewage Discharges:

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- A. ~~A.~~ All information listed above (if applicable and known) with the exception of 1.A, as well as;
- B. The address, or most accurate location information known (e.g., GPS Coordinates), of where the PLSD occurred;
- C. ~~B.~~ Identification of sewage discharge as a private lateral sewage discharge; and
- D. ~~C.~~ Responsible party contact information (if known).

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~~11.~~

3. Category 1 SSOs:

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- A. ~~A.~~ All information listed for Category 2 SSOs, as well as;
- B. ~~B.~~ Estimated SSO volume that reached a surface water of the state, drainage channel, or not recovered from a storm drain;
- C. ~~C.~~ Estimated SSO amount recovered;
- D. Identification of method(s) used for SSO volume estimates;
- E. ~~D.~~ Response and corrective action taken;
- F. ~~E.~~ If samples were taken, identify which regulatory agencies received sample results (if applicable). If no samples were taken, NA ~~must~~ shall be selected.
- G. ~~F.~~ Parameters that samples were analyzed for (if applicable);
- H. ~~G.~~ Identification of whether or not health warnings were posted;
- I. ~~H.~~ Name of surface water-s impacted (if applicable). If no surface waters were impacted, NA shall be selected;
- J. Name of Bbeaches impacted (if applicable). If no beach was impacted, NA must be selected;
- K. ~~I.~~ Whether or not there is an ongoing investigation;
- L. ~~J.~~ Steps taken or planned to reduce, eliminate, and prevent reoccurrence of the overflow; and a schedule of major milestones for those steps;
- M. ~~K.~~ QESCal EMA control number (if applicable);
- N. ~~L.~~ Date QES-Cal EMA was called (if applicable);

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O. ~~M.~~ Time ~~OES~~ Cal EMA was called (if applicable);

~~N. Identification of whether or not County Health Officers were called;~~

~~O. Date County Health Officer was called (if applicable); and~~

~~P. Time County Health Officer was called (if applicable).~~

## **Reporting to Other Regulatory Agencies**

These reporting requirements do not preclude an Enrollee from reporting SSOs to other regulatory agencies pursuant ~~California~~ to state law. These reporting requirements do not replace other Regional Water Board ~~telephone notification and~~ reporting requirements for SSOs ~~and PLSDs~~.

~~1.~~

1. The Enrollee shall report SSOs ~~that reach or may reach a surface water of the~~ state to ~~OES~~ Cal EMA, in accordance with California Water Code Section 13271.

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~~Office of Emergency Services~~ California Emergency Management Agency  
 Phone (800) 852-7550

- ~~2. The Enrollee shall report SSOs to County Health officials in accordance with California Health and Safety Code Section 5410 et seq.~~

~~3.~~

2. The SSO database will automatically generate an e-mail notification with customized information about the SSO ~~or PLSD~~ upon initial reporting ~~of the~~ SSO and final certification for all Category 1 SSOs ~~and PLSDs~~. E-mails will be sent to the appropriate County Health Officer ~~and/or~~, Environmental Health Department, ~~and Regional Water Board~~ if ~~the county they desires request~~ this information, ~~and the appropriate Regional Water Board.~~

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## **CB. RECORD KEEPING REQUIREMENTS**

1. ~~Records of~~ Individual SSOs ~~records and~~ PLSDs shall be maintained by the Enrollee for a minimum of five years from the date of ~~occurrence of the~~ SSO ~~or~~ PLSD. This period may be extended when requested by a Regional Water Board Executive Officer.

At a minimum, the following records shall be maintained by the Enrollee:

- A. Photographic evidence of each SSO event to document the spill and the response activities;

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- B. A printed or electronic record of each SSO initial draft report submitted to the Online SSO Database;
- C. A printed record of each SSO certified report and any subsequent amended and certified report(s);
- D. Records of all incoming SSO and/or PLSD complaints, both during and after business hours, including the date, time, and method of notification, the nature of each incoming complaint, and the complainant's name and telephone number;
- E. Field crew records to document SSO response activities, including the name(s) and title(s) of the response crew member(s), identification of the name(s) of the staff that estimated the spill and recovery volumes, and identification of the method(s) utilized to estimate the spill and recovery volumes;
- F. Steps that have been and will be taken to prevent the SSO from recurring and the schedule to implement those steps;
- G. Records of inspections, maintenance, operations, repairs, and funding of collection system assets; and
- H. All records demonstrating the Enrollee's tasks and activities undertaken to implement all the elements of its SSMP.

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## ~~2. Omitted~~

~~23.~~ All records shall be made available for review upon State or Regional Water Board staff's request.

~~34.~~ All monitoring instruments and devices that are used by the Enrollee to fulfill the prescribed monitoring and reporting program shall be properly maintained and calibrated as necessary to ensure their continued accuracy;

~~5. The Enrollee shall retain records of all SSOs, such as, but not limited to and when applicable:~~

- ~~A.a. Record of Certified report, as submitted to the online SSO~~
- ~~B.b. data log original recordings for continuous monitoring instrumentation;~~
- ~~C.c. Service call records and complaint logs of calls received by the Enrollee;~~
- ~~D.d. SSO calls;~~
- ~~E.e. SSO records;~~



- ~~F.f. Steps that have been and will be taken to prevent the SSO from recurring and a schedule to implement those steps.~~
- ~~G.g. Work orders, work completed, and any other maintenance records from the previous 5 years which are associated with responses and investigations of system problems related to SSOs;~~
- ~~H.h. A list and description of complaints from customers or others from the previous 5 years; and~~
- ~~I.i. Documentation of performance and implementation measures for the previous 5 years.~~

65. If water quality samples are required by an environmental ~~or~~ ~~or~~ health regulatory agency, ~~or~~ ~~S~~state law, ~~;~~ or if voluntary monitoring is conducted by the Enrollee or its agent(s), ~~;~~ as a result of any SSO ~~or~~ **PLSD**, records of monitoring information shall include:

- A. ~~a.~~ The date, exact place, and time of sampling or measurements;
- B. ~~b.~~ The individual(s) who performed the sampling or measurements;
- C. ~~c.~~ The date(s) analyses were performed;
- D. ~~d.~~ The individual(s) who performed the analyses;
- E. ~~e.~~ The analytical technique or method used; and
- F. ~~f.~~ The results of such analyses.

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## **DC. CERTIFICATION**

1. All final **SSO** reports ~~must~~ **shall** be certified by an authorized person as required by Provision J of ~~the~~ Order No. 2011-XXXX-DWQ. ~~Certification of PLSD reports shall not be required.~~
2. Registration of authorized individuals ~~;~~ who may certify reports, ~~;~~ will be in accordance with the CIWQS' protocols for reporting.

Monitoring and Reporting Program No. ~~20062011-0003XXXX-DWQ~~ will become effective on the date of adoption by the State Water Board. ~~The notification requirements added by Order No. WQ 2008-0002-EXEC will become effective upon issuance by the Executive Director.~~

## **CERTIFICATION**

Monitoring and Reporting Program No. ~~20062011-0003XXXX~~-DWQ  
Statewide General ~~Permit~~WDRs for Sanitary Sewer Systems  
~~02XX/20XX/2008-2011~~

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~~Revised~~

▲ The undersigned Clerk to the Board does hereby certify that the foregoing is a full, true, and correct copy of an order amended by the Executive Director of the State Water Board.

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Jeanine Townsend  
Clerk to the Board